

**Chapter Bylaws  
of the  
Danville High School Chapter of the  
National Honor Society**  
Adopted: fall 2018

**ARTICLE I. NAME**

The name of this chapter shall be the Danville High School Chapter of the National Honor Society of Secondary Schools, which appears in the charter granted by the National Council of the National Honor Society, duly signed by the members of the National Council.

**ARTICLE II. PURPOSE**

The purpose of this chapter shall be to create and recognize an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Danville High School.

**ARTICLE III. POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The principal shall reserve the right to approve all activities and decisions of the chapter

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**ARTICLE IV. MEMBERSHIP**

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to two semesters at Danville High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative GPA of 4.0.

- d. Candidates eligible for election must maintain a minimum enrollment in two courses deemed as Honor Courses. (Dual Enrollment Courses and AP Courses also meet this requirement)
- e. Upon meeting the grade level, enrollment, and academic standards, candidates shall then be considered based on their service, leadership, and character.

#### **ARTICLE V. SELECTION OF MEMBERS**

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council that consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the first semester of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students (i.e., candidates) shall be notified and asked to complete and submit the candidate packet for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser and/or the student recommendation form.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become members when inducted at a special induction ceremony.

Section 5. An active member of the National Honor Society who transfers from this school may request an official letter indicating the status of his/her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE VI. OBLIGATIONS OF MEMBERSHIP**

Section 1: Membership fee for this chapter shall be \$25. Dues will be payable to the chapter within 30 days of induction.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the NHS emblem at graduation.

Section 4: Active members shall enjoy the following rights:

- a. To participate in full membership meetings in accordance with this Constitution, and to vote in such meetings.

- b. To elect officers once yearly at a full membership meeting.

## **ARTICLE VII. OFFICERS**

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, and public relations officer.

Section 2: Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

- a. Any member who has received a warning letter or has been placed on probation is not eligible to run for office.

Section 3: Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, set up projects, form committees, serve as ex-officio chairperson of all committees, organize the induction ceremony, and act as liaison between the adviser and officers, as well as between the officers and membership. The president shall enforce the National Honor Society Constitution and the chapter constitution and report any violations thereof to the adviser.

Section 5: The vice president shall assume the responsibilities of president in the president's absence, assist the president in all of his/her duties, notify the membership on meeting dates and times, and act as a liaison between the officers and activity coordinators and committee chairpersons.

- a. The vice president shall assist the activity coordinators and committee chairpersons in any necessary capacity.

Section 6: The secretary shall keep accurate minutes of all officer meetings and full membership meetings, keep track of attendance, write all chapter correspondences, verify the successful completion of time in service projects and their acceptability, and act as a liaison between the officers and the National Honor Society headquarters.

Section 7: The treasurer shall handle all financial transactions, keep an accurate record of all receipts and disbursements, and act as a liaison between the officers and the school treasury. The treasurer is expected to deliver a financial report at the full membership meetings.

Section 8: The public relations officer will keep a record (written, photographs, video, etc.) of all NHS activities and events. It is also the public relations officer's duty to update members on chapter activities and inform the public of the chapter's events.

Section 9: In the event of a vacant office, the executive committee shall appoint active members of the senior class for any vacant office. In the event of no nominations for an office during an election, a member of the junior class shall be appointed to fill the vacancy in the same manner.

Section 10: If an officer or activity coordinator consistently fails to perform the duties outlined in the preceding sections, the following process will be followed:

- a. The officer or coordinator will receive a written letter of warning from the adviser.
- b. The officer or coordinator will be asked to sign a form acknowledging that any future failure to perform their duties will result in their loss of their title, position, and associated all privileges and rights.
- c. If an officer violates this agreement, they will receive a written letter from the adviser dismissing them from their position.

Section 11: Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

### **ARTICLE VIII. ADVISER**

Sections 1: The adviser shall uphold the constitution, participate in chapter meetings, and ensure the publication of entrance requirements to the chapter in Danville High School's student handbook. The adviser shall serve as ex-officio member of the faculty council.

Section 2: The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national officer.

Section 3: The chapter adviser shall regularly review each member for compliance with society standards and obligations.

Section 4: The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5: The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

### **ARTICLE IX. MEETINGS**

Section 1: Regular meetings of this chapter shall be held to conduct the business of the chapter, including the evaluation of past projects and the planning of future projects. The president, with approval of the adviser, can call special meetings.

Section 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

Section 4: All meetings will follow an agenda that must be shared with members.

- a. The agenda shall consists of a call to order, a roll call or attendance sign-in, a Secretary's report, a Treasurer's report, discussion of new business, reports from current committees and current project coordinators, discussion of new business from the floor, and discussion of old

business. The president is at liberty to rearrange agenda items at his/her discretion so long as there is not objection from the membership.

Section 5: Executive committee meetings shall occur at least once each month to plan for full membership meetings and conduct private business. The meeting shall be private and involve only the executive officers and adviser. The president or adviser may call executive committee meetings.

#### **ARTICLE IX. ACTIVITIES**

Section 1: The chapter shall attempt at least one service project or fundraising project monthly.

- a. A chapter-wide service project shall consist of a beneficial activity to the school and/or community. Service projects, such as a drive or the organization of and participation in a service event, require all members to participate. Non-members may participate at the discretion of the president.
- b. A fundraising project shall consist of an effort to raise money or goods for the chapter or a charitable organization. All members must participate in the chapter's fundraising activities. Non-members may participate at the discretion of the president.

Section 2: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 3: The chapter shall publicize and promote its projects in a positive manner.

Section 4: The president, along with the activity coordinators, may call on the membership to appoint a committee that facilitates the running of a project.

Section 5: Individual active members shall perform a time in community service project by volunteering time and energy to a community project not offered through the school, or as approved by the majority of the general membership for an in-school event. A minimum of 20 community service hours is required per semester per member. Members are expected to submit the community service hours in a reasonable time frame.

- a. The definition of community service as it applies to the Danville High School Chapter of the National Honor Society shall be: "services volunteered by individuals or an organization to benefit a community or its institutions, and performed of a person's own free will without any benefit to the individual". This definition shall be the guiding principle behind determining whether a certain activity shall be deemed acceptable as community service to fulfill the yearly individual member time in community service requirement.
- b. Community Service required as part of a school project/in exchange for course credit or some other benefit does not count towards the time in service requirement.

#### **ARTICLE X. DISCIPLINE and DISMISSAL of MEMBERS**

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Danville High School chapter of the National

Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5) he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6: In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### **ARTICLE XI. RATIFICATION, APPROVAL, and REVIEW.**

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

#### **ARTICLE XII. AMENDMENTS**

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

**Danville High School National Honor Society**

**Selection Rubric**

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>CHARACTER</b>	Student shows strong evidence of exemplifying all of the following desirable qualities of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship	Student shows good evidence of exemplifying most of the following desirable qualities of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship	Student shows some evidence of exemplifying some of the desirable qualities of character but has had one minor discipline referral.	Student has had discipline problems and/or referral(s), has been rude, disrespectful to staff, has excessive tardies and has no demonstration of respect, responsibility, trustworthiness, fairness, caring, and citizenship.
<b>LEADERSHIP</b>	Student shows strong, effective leadership in formal and informal situations. s/he takes initiative in setting, and asserting direction towards goals. s/he is also seen as a positive leader in the classroom.	Student shows effective leadership in formal situations; s/he holds/has held office in a number of organizations, and has moved the organization forward in his/her role.	Student has shown some tentative leadership activity s/he may currently be holding office/s in organization/s, OR displays minimal leadership informally in class and other situations.	How the student was a leader is vague or unclear. Little evidence of leadership.
<b>SERVICE</b>	Student shows consistent, sustained, outstanding service and involvement to better or improve our school. Student has 20 plus hours of community service and is actively involved in school activities as evidenced not only by membership in school or outside activities, but also by consistently volunteering for service in and out of school,	Student evidences service performed on an ongoing basis through participation in organized school activities. Student has 20 hours of community service and is involved in school activities as evidenced by membership in clubs, sports, student council, etc.	School service involvement is spotty. More onetime events than dedicated involvement. Student has fewer than 20 hours of community service or volunteering for school activities	Student has no evidence of service OR activities are listed, but verification signatures are missing.